



Diligent Search



Steps on when and where to conduct your own Diligent Search for a child's missing parent or family member

Practice Value

Locating family members early in the case affords them the opportunity to actively participate in the case planning process, which leads to better outcomes for children:

- Reduces the time that children and youth stay in foster care.
- Helps children and youth achieve permanency sooner.
- Facilitates placement with siblings.

This Tip Sheet provides considerations and work steps for social workers to follow in their attempts to locate and engage absent family members.

Diligent Search Unit

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WHEN to Search for a Missing Parent/Family Member

- 1** When CPS worker is unable to locate a family during investigation
- 2** When a child is removed from the home and placed in CFSA care and custody
- 3** Any time during the life of a case when the SW determines that a family search is in the child's best interest
- 4** When ordered by the Court
- 5** When CFSA is required to provide notice to missing parent of a specific Court proceeding

WHERE to Search for a Information on a Missing Parent/Family Member

- 1** FACES
- 2** AAG/Court Records
- 3** From the Child and all known family members/relatives
- 4** Request an ACEDS Systems check
- 5** Child's School
- 6** Safe Passages Information System (SPIS)
- 7** D.C. Department of Corrections/DC Jail
- 8** Send certified letter to last known address [Mark "Address Correction Requested – DNF"]
- 9** Local hospitals
 1. DC General (202) 675-5478
 2. Howard (202) 865-1501
 3. Greater S.E. Comm. (202) 574-6000
 4. Hadley (202) 574-5700
 5. St. Elizabeth (202) 562-4000 or 374-7340
 6. Veterans (202) 745-8183
 7. Washington Hosp. Ctr. (202) 877-6267
 8. Providence (202) 269-7975
 9. Georgetown (202) 994-1000
 10. Montgomery Gen. (301) 774-8600
 11. Prince George's Ctr. (301) 618-3000
 12. Southern Maryland Ctr. (301) 868-8000
 13. Alexandria (703) 504-3057
 14. Arlington (703) 558-5000
 15. Fairfax (703) 698-1110

10 Local shelters

1. Calvary Women's Services (202) 783-6651
2. Community of Hope (family) (202) 232-7356
3. John Young Center (women) (202) 639-8469
4. Central Union Mission (men) (202) 745-7118
5. 801 East (St. E's Hosp) (men)(202) 561-4014
6. Covenant House (youth) (202) 610-9600
7. My Sister's Place (202) 529-5261
8. CCNV (men and women) (202) 393-1909
9. Gospel Rescue (men) (202) 842-1731
10. N Street Village (women) (202) 939-2060
11. NY Avenue Shelter (men) (202) 832-2359
12. Open Door Shelter (women) (202) 639-8093
13. Community Ministry Montgomery County (301) 762-8682
14. Warm Night Shelter (Seat Pleasant, MD) (301) 499-2319
15. Alexandria Community Shelter (703) 838-4239
16. Carpenter's Shelter (Alexandria, VA) (703) 548-7500
17. Arlington/Alexandria Coalition for Homeless (703) 525-7177

11 Free Online Databases such as:

- www.zabasearch.com (gives address, phone #, DOB)
- www.reversephonedirectory.com (gives name, phone #, street address)
- www.vinelink.com (indicates whether subject of search is an offender in a state)
- www.bop.gov (locates individuals currently incarcerated in the federal prison system)
- www.integrascan.com (shows current and last known addresses)
- www.birthdatabase.com (helps find/verify a DOB)
- www.people.yahoo.com (locates current addresses and email addresses)
- www.intelius.com (shows names, age, previous cities and relatives)
- www.usa-people-search.com (shows names, ages, and previous cities)
- www.whitepages.com

DOCUMENT Your Search Efforts in FACES!! **Every time you perform a search, be sure to log:**

1 *When:* Date of the search

2 *What:* Nature of the search effort (web search, telephone calls, visit attempt, etc.)

3 *Who* you contacted

4 *Result* of your search effort

If, after taking these tips into consideration, you are unable to locate the whereabouts of the subject, fill out the CFSA Diligent Search Unit referral form (see the [CFSA Policy Manual Online](#) for the [Diligent Search Policy](#) – the form is attached) and submit to:

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